



WATERSTONE COLLEGE

POLICY NUMBER: WATF02PO

NAME: IRREGULARITIES POLICIES

SUMMARY

POLICY AIM	To enable a positive relationship between teachers, parents and learners. Strive to create a supportive and honest learning environment for learners and other role players		
ORIGINATOR / AUTHORITY	Originated by	Mr Matthew Ridgway Operational Head	
	Authority	Mr Vernon Rorich Executive Head	

DISTRIBUTION/APPLICABILITY	Applies to	Waterstone College High School
	Control	Operational Head
	Applicable from	01 January 2016

POLICY HISTORY

REV #	Brief Description	Date Promulgated/ Revised	Pages affected	Headmaster	Executive Head
001	First draft				
002	Second Draft				

WATERSTONE COLLEGE

IRREGULARITIES POLICIES

PREAMBLE

- This Policy regulates formal relations among Educators, Learners and parents in relevant areas of interaction – in the classroom, on the sports fields, or any other such place set aside for the use of any or all of the parties mentioned below.
- The policy is intended to dovetail with the Life Orientation learning area, and to exercise control over the conduct of learners at Waterstone College
- The basic principles of law apply : the right to life, civil liberty, property and dignity
- The principles of fairness and justice applies in the application of this code
- Where allegations of breaking the law are made to any party, the matter will be referred to the South African Police, and formal legal procedures followed
- Any person who knowingly breaks the rules and regulations laid down in this code is liable to the procedures of disciplinary hearing, ruling, judgement, censure and sentence
- The policy is further intended to correspond with and subscribe to the Copy Laws of South Africa
- This policy aligns itself to the Constitution of the Republic South Africa ,Act 108 of 1996, and to the South African Schools Act , 1996 (Act 84 of 1996)

DEFINITIONS

- **“Learner”** one who is a scholar enrolled at the College in a specified grade
- **“Educator”** a professional person who instructs, educates at the College
- **“Irregularity”** any behaviour that breaches any rule, etiquette, custom or ethical conduct relating to any examination, including the determination of marks for any aspect of the examination, whether or not the behaviour results in the integrity of the examination being undermined.
- **“Examination”** any assessment that is conducted by the school that is counted in the final results including final written examinations, all components of the school-based assessment, practical, oral or performance assessments that are included in determining the final result of a learner.

THE POLICY

1. Structure that deals with Irregularities

Any irregularity must be dealt with using the school's applicable internal procedures. The Operational Head, or a person appointed by him, is responsible for the investigation of any irregularity and, if necessary, the conduct of a hearing. Should the outcome of the hearing have any bearing on the integrity of the final results of the school, the incident must be reported in full to the IEB (in the case of final Matric exams) or to the Executive Head (all other forms of assessment). The IEB / Executive Head will use this and any other information considered relevant by the IEB/ Curro Holdings, in determining the IEB / Curro Holdings response to the irregularity.

Irregular behaviour detected by the IEB must be dealt with by the relevant person/s in the IEB using applicable procedures. Depending on the nature of the irregularity, the IEB may refer the matter to the school to be dealt with at the school level using its applicable internal procedures.

2. Detection and reporting of irregularities

At any time before the examination is written, during the writing of the examination or during marking, after the marking session or in the resulting process, if any person suspects that there may have been an irregularity of any sort, no matter at what point during the process this may have taken place and no matter by whom, the alleged irregularity must be reported in writing to the Operational Head, together with any other relevant information or evidence. The report must outline the nature of the alleged irregularity and how the person became aware of it. The Operational Head, or a person appointed by him, will determine whether the reported action constitutes an irregularity and will bring the matter to conclusion as appropriate.

3. Investigations

The Operational Head will conduct or oversee the conduct of an investigation into an alleged irregularity. During an investigation, he may request additional information relevant to the investigation and may make use of the expertise of persons not employed by the school. After examining all reports from the investigation, the Operational Head, together with those who have conducted the investigation, if applicable, will decide on whether there is sufficient evidence to proceed to a hearing of the matter. If it appears, following complete investigation, that there is insufficient evidence to indicate any irregularity, the matter will be dismissed and the person alleged to have committed an irregularity will be informed of this fact. If it appears that there is sufficient evidence indicating that an irregularity has taken place, a formal disciplinary procedure against the person accused of the irregularity will commence, in accordance with the school policy on disciplinary hearings.

